

**Water/Wastewater Commissioners’
Meeting Minutes
June 10, 2014**

Present: Michael E. Putnam, Chairman
Dale A. White, Vice-Chairman
Robert E. Courage, Member
David Boucher, Director
Evelyn Gendron

Call to Order

Chairman Putnam called the meeting to order at 6:00 p.m. He announced the non-public session appearing on the agenda will be held during the June 24th commissioners’ meeting.

Decisions

Approval of Meeting Minutes – Vice-Chairman White made the motion to approve the minutes of the May 27, 2014 meeting with amendments. Commissioner Courage seconded the motion. Chairman Putnam abstained due to his absence during the May 27, 2014 commissioners’ meeting.

Water Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of water users fees for the May 2014 Bill Commitment 140530 and for the May 2014 Final Bills issued.

Sewer Users Fee/Tax Collector’s Warrant – The Commissioners signed the Tax Collector’s Warrant for collection of taxes in the matter of sewer users fees for the May 2014 Bill Commitment 140530 and for the May Final Bills issued.

Water/Sewer Abatement Request- 15 Riversedge Drive – Following Director Boucher’s explanation of the circumstances surrounding the faulty water meter, resultant water leak, and the account water consumption history, Chairman Putnam made the motion to approve this \$122.96 water and sewer abatement request. The amount of usage to be abated is 2,019 cubic feet. Commissioner Courage seconded the motion. Vice-Chairman White voluntarily recused himself from participating in this decision involving a family relation.

Discussion/Information Items:

Comprehensive Wastewater Facilities Plan and Sewer Rate Study – Director Boucher informed the commissioners that he is compiling information for Underwood Engineers prior to scheduling a document review meeting. He does not anticipate any additional delays to the established project completion schedule. Mr. Boucher is cognizant of the three month advance notification, by postcard mailer or through the water/sewer bills, of the planned public hearing to consider a sewer rate increase. Commissioner Courage stated the commission should consider advising Director Boucher the amount of

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capital reserve funding that should be set aside for the purpose of rate study. Mr. Courage said presently \$10,000.00 per month is being set aside for the sewer capital reserve account, which is not enough to meet future expenses, and \$20,000.00 per month for the water capital reserve account. He believes the Board should consider increasing the capital reserve accounts to \$25,000.00 each. Commissioner Courage recalled some capital reserve funded projects, such as the recent Wastewater Switchgear project at upwards of \$200,000.00, the Lincoln and Oak Street water main repair expenses, as well as the Smith & Beech Street paving project material costs. He recommended consideration be given to at least consider increasing the sewer capital reserve account from \$10,000.00 to at least \$20,000.00 monthly. Vice-Chairman White inquired of the effect upon transferring funds from the Water Utilities Department's budget to capital reserve accounts. Director Boucher said the budget would be affected and that Underwood Engineers will review capital projects and will advise their recommended percentage of budget funds that the municipality should earmark for capital projects. Mr. Boucher agreed with Mr. Courage's clarification that a consulting firm may recommend capital reserve fund allocation, however the determination will be made by the commissioners. Mr. Courage said a decision should be made prior to approval of the draft rate study, as to the capital reserve funding level, Underwood Engineer's recommendation or the commission's, will be reflected in the final rate study figures, and \$10,000.00 is not enough. Vice-Chairman White recalled the commissioners' previous intention to raise the sewer capital reserve funding to be equal with the water capital reserve funding over time. Chairman Putnam said consideration to increasing the capital reserve funding levels will be discussed as the rate study discussions progress. Mr. White said he is in favor of forward thinking. Chairman Putnam agreed that since the establishment of the Board of Water and Sewer Commissioners, Milford's water and sewer infrastructure has been well maintained through the Water Utilities' thoughtful financial preparations to successfully provide for project expenses, including the many capital improvements to the Curtis Wells. Mr. Boucher provided Mr. Paul Heitzler, NHDES Administrator for this project, with correspondence to update his records with the current Board of Commissioners' names, titles, mailing address, telephone, etc., care of the Water Utilities Department.

West Elm Street Surveying & Engineering Project Update – Director Boucher emailed Mr. Jeff Kevan, T. F. Moran, to inquire the status of the maps to be sent to the NH DES and to the railroad for review. He informed Mr. Bill Parker, Director of Community Development, this is a Capital Improvements Project as well as the well exploration project. Mr. White said he awaits a return telephone call from Wilton Water Commissioner Tom Schultz to discuss the merits of a future Milford-Wilton water main connection.

Water Utilities Department Facility Paving – Director Boucher reported that Mr. Ed Welch of Brox Industries was on-site today to mark the work areas. The tentative plan is to have milling performed by Advanced Paving on the 18th of June, and paving to be completed by Brox on the 19th and 20th.

Dram Cup Water Tank Lining Project – Director Boucher reported that on June 6th Ms. Johnna McKenna, NH DES Drinking Water and Groundwater Bureau, confirmed receipt of the DWSRF Loan Agreement signed recently by the Milford Board of Selectmen. Ms. McKenna anticipates the agreement will be on the June 18th agenda for Governor and Council approval

Mr. Boucher received correspondence from Ms. Allyson Gourley, also of the NH DES Drinking Water and Groundwater Bureau, indicating that the initial 30-day governmental review has been completed and the public notice can be published in the newspapers to initiate a 30-day public comment period prior to the release of funds. Newspaper "tear sheets" will be forwarded to Ms. Gourley after the public notice is

published, scheduled to appear in the Union Leader and Nashua Telegraph on Friday, June 13th. The full copy of the environmental review document is on hand, should anyone request to review it.

Mr. Boucher reviewed the standard bid document completed by Wright-Pierce. He will solicit three bids before mid-July end of the 30 day comment period. Vice-Chairman White inquired whether Dram Cup Tank will be taken off-line. Mr. Boucher said it will. Commissioner Courage recommended this project not be undertaken in late fall when the weather will be a hindrance. Mr. Boucher said the bid documents specifically indicate the acceptable temperature ranges. Mr. Boucher will email the project scope of work and bid documents to the commissioners.

Activities Report – Reviewed by the commissioners. Chairman Putnam noted with favor that two Water Department employees recently achieved Water Works Operator, Treatment Grade II certification.

Miscellaneous Water Utilities Department Project Updates – Director Boucher apprised the commissioners with the status of compost operations, recent repairs to the Freightliner dump truck under warranty, and septage receiving with positive analytical results to increased chemical dosage. The commissioners received financial statements as well as correspondence copies: a first request for an Elm Street property to disconnect a roof drain (discharging “clean” water to the sanitary sewer system treatment process unnecessarily raises cost-sharing by all Milford Water Utilities’ customers) and notification of the paving bid award to the low bidder, Brox Industries.

Future Appointments/Meetings:

The next regular Commissioners’ meeting will be Tuesday, June 24, 2014 at the Water Utilities Department, 564 Nashua Street.

Adjournment:

Vice-Chairman White made the motion to adjourn the meeting at 6:48 p.m. Commissioner Courage seconded the motion. All voted in favor.

Michael E. Putnam, Chairman

Date

Dale A. White, Vice-Chairman

Date

Robert E. Courage, Commissioner

Date